



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 201141

Date: 01/23/2020

Request #: 271461

Vendor #: 02750

ISSUED TO: D & H PETROLEUM & ENVIRONMENTAL SRV
P.O. BOX 92407
ALBUQUERQUE, NM 87199

SHIP TO: CITY OF LAS VEGAS
Attn: PUBLIC WORKS
1700 N GRAND AVE
LAS VEGAS, NM 87701

Vendor Fax #: (505) 342-2109

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Misc. Materials EMERGENCY REPAIRS TO AIRPORT PUMP TRUCK	504.30		101-5100-720-7408	504.30
2	18	Labor	70.00		101-5100-720-7408	1,225.00
3	262	Travel	0.98		101-5100-720-7408	256.76

DEPARTMENT ORDER
Hege
2/3/2020

Approved By:

Date:

2/3/2020

SUBTOTAL:	1,986.06
TAX:	0.00
SHIPPING:	0.00
TOTAL	1,986.06

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 271461

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE:

2.27.2019

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____
(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

- ☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____.
- ☐ EXEMPT PURCHASE; Provide Section No. _____.
- ☐ GSA CONTRACT; GSA NO.: _____ - _____ EXPIRES: ____/____/____.
- ☐ PROFESSIONAL SERVICES; _____
- ☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS PRIOR TO PROCURING GOODS AND/OR SERVICES.
- ☐ OTHER CITY CONTRACT: NO: _____ EXPIRES ____/____/____
- ☒ EMERGENCY; B142.3 SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Emergency repair to Airport pump truck. Ref PO#191250

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
<u>2/27/19</u>	<u>DH United Fueling</u>	<u>505.342.2021</u>		<u>\$1,986.06</u>

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	<u>17.5</u>	<u>hrs</u>	<u>Labor</u>	<u>10.00</u>	<u>1,725.00</u>
	<u>200</u>	<u>mi</u>	<u>Travel</u>	<u>0.98</u>	<u>256.16</u>
	<u>1</u>	<u>ea</u>	<u>Misc. Materials</u>	<u>501.30</u>	<u>501.30</u>

VENDOR: DH United Fueling Solutions TOTAL: \$ 1,986.06

ADDRESS: PO Box 21107 Hq nm 87199-2107

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ 10,000.00

EXPENDED TO DATE \$ 4743.39

CURRENT EXPENSE \$ 1986.06

BALANCE \$ 3270.55

SIGNATURE OF PERSON REQUESTING

101.5100.720.7408

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: [Signature] 3/03/2019 BUDGET AVAILABLE YES: _____ NO: _____

WHITE COPY: ACCOUNTS PAYABLE


YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT



MEMORANDUM

TO: Helen Vigil, Purchasing Supervisor

FROM: 
Rebecca M. Martinez, Administrative Assistant II

DATE: January 15, 2020

RE: Purchase Order Justification – D&H Fueling Solutions

The Public Works Department is requesting a purchase order be issued to D&H United Fueling in the amount of \$1,986.06. A purchase order (#191250) was issued to D&H United Fueling in February 2019 for yearly service to the Las Vegas Municipal Airport pump trucks. Upon inspection there was a leak found on a fitting. The part that was needed to repair the leak was not available in our area so it has to be special made which took some time. While the airport waited for the part, the original purchase order was paid because we did not know how much it would cost or how long it would take to repair the leak. The airport did not go out for quotes because it would have been a higher cost to have another vendor come out to diagnose an issue that was already found by D&H. D&H was also already working on other issues with the pump trucks. The final invoice for the leak repair has been reviewed and approved by John Aragon, Airport Manager and Daniel Gurule, Interim Public Works Director.

Should you have any questions or need further information, please contact me. Thank you.

XC: file



D&H United Fueling Solutions, Inc. A 2

PO Box 92407
Albuquerque, NM 87199-2407

(505) 342-2024

Invoice

Date: 5/31/2019
Invoice No. 746563B

Bill to: City of Las Vegas Airport
1700 N. Grand Ave
Las Vegas, NM 87701

Service at: Las Vegas Airport
910 Airport Rd., 242mi RT fm Alb
Las Vegas, NM 87701

Customer ID: 9306

Description: Work Order 589478 S-Misc

Reference: Work Order 589478

Terms: NET 10th

PO Number: 191250

Item	Description	Quantity	Unit Price	Amount
Labor				
05/24/2019	OJAQUEZ Technician	7.00	\$70.00	\$490.00
05/29/2019	OJAQUEZ Technician	1.00	\$70.00	\$70.00
05/30/2019	OJAQUEZ Technician	5.50	\$70.00	\$385.00
05/30/2019	OJAQUEZ Travel Labor	4.00	\$70.00	\$280.00
		Labor	Subtotal:	\$1,225.00
Miscellaneous				
	travel	262.00	\$0.98	\$256.76
	Misc. Materials	1.00	\$775.30	\$775.30
	Returned Misc. Materials	1.00	- \$270.94	- \$271.00
		Miscellaneous	Subtotal:	\$761.06

Work Performed / Recommendations

5/24/19 2281 Orlando Jaquez

Started by going to our local vendors and all over town try to find needed fitting unfortunately, was not able to find a similar fitting or closed to it without having to order it. and having to wait about three weeks our next solution will be trying to have a machine shop make 1 just like the one that is damaged I will notify either John or Bill whoever's available Tuesday morning and let him know what's going on job on hold for now. Ordered machined fitting.

\$504.36



D&H United Fueling Solutions, Inc. A 2

PO Box 92407
Albuquerque, NM 87199-2407

(505) 342-2024

Invoice

Date: 5/31/2019

Invoice No. 746563B

Bill to: City of Las Vegas Airport
1700 N. Grand Ave
Las Vegas, NM 87701

Service at: Las Vegas Airport
910 Airport Rd., 242mi RT fm Alb
Las Vegas, NM 87701

Customer ID: 9306

Description: Work Order 589478 S-Misc

Reference: Work Order 589478

Terms: NET 10th

PO Number: 191250

Item	Description	Quantity	Unit Price	Amount
5/29/19	2281 Orlando Jaquez Picked up machined fitting for installation on 5/30/19.			
5/30/2019	2281 Orlando Jaquez arrived at site to finalize Plumbing filter vessel installation. and flange cap after doing all this and verifying that there are no leaks by pressurizing the whole system run fuel through system for about 10 minutes. check all Plumbing again to make sure there was no leaks all seems to be okay after this remove top lid on fuel truck because for some reason there is a little bit of moisture going into the tank. disassemble lid removed cracked gasket marked and cut another one to fit on the lid after verifying that the lid closes pretty snug check all piping one more time no leaks are present at this time apply both filter serial sticker next service due sticker show Joe to see you there was everything else he need done - it looks like job is completed			

Subtotal:	\$1,986.06
Sales Tax:	\$0.00
Payments:	\$0.00
Total Due:	\$1,986.06

Danny Gurule <dgurule@lasvegasnm.gov>

RE: FW: D&H United Fueling - additional work on Filter Change Invoice 746563B

1 message

Benita Swisher <bswisher@dh-united.com>
To: Danny Gurule <dgurule@lasvegasnm.gov>

Fri, Dec 27, 2019 at 12:20 PM

Hello Mr. Gurule,

Please forgive my delay in getting you the payment justification for invoice 746563B.

Please review the attached invoice and let me know if there are any questions.

Thank you

Benita Swisher

505-342-2024 ext 2101

From: Danny Gurule <dgurule@lasvegasnm.gov>
Sent: Friday, November 22, 2019 9:13 AM
To: Benita Swisher <bswisher@dh-united.com>
Subject: Re: FW: Filter Change Invoice

Miss, Swisher,

I will need a break down of travel hours added to quote for I could justify the payment.

On Thu, Nov 21, 2019 at 4:32 PM Benita Swisher <bswisher@dh-united.com> wrote:

Hello,

Please see adjusted invoice.

Please issue a PO and process for payment.

Thank you

Benita Swisher

505-342-2024 ext 2101

From: John Reaves
Sent: Thursday, November 21, 2019 3:27 PM
To: Benita Swisher
Subject: Fwd: Filter Change Invoice

Sent from my iPhone

Begin forwarded message:

From: Danny Gurule <dgurule@lasvegasnm.gov>
Date: November 21, 2019 at 2:26:50 PM MST
To: John Reaves <jreaves@dh-united.com>
Subject: Re: Filter Change Invoice

Mr. Reeves,

Can you make a new PO for what is owed to replace part.

Also they sent one that was for \$1,986.06 and the one I got was for \$1980.06 whis is the correct one?

If you could send me that letter you just sent with correct Price and a new PO. I will need both to justify another PO for this repair.

If you could break down travel and part.

On Thu, Nov 21, 2019 at 1:42 PM John Reaves <jreaves@dh-united.com> wrote:

Danny,

Attached are the two quotes that were approved and the PO#191250 (\$7,484.49). The May 1st scope of work was performed. On the quote/work order dated May 9th, 2019 when our technician was replacing the vessel and installing the stainless steel piping it was then pointed out that the vitaulic fitting was bad, which lead to DHUFS having the part machined, then with a return trip the new part was installed, system was placed back into service. The additional cost for the new part, labor and travel hours is \$1,980.06. Can you revise the orfinal PO# or generate a new one for the remaining balance?

Thank you

--

Daniel Gurule

Project Manager

City of Las Vegas

Public Works Department



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 191250

Date: 02/25/2019

Request #: 261644

Vendor #: 02750

ISSUED TO: D & H PETROLEUM & ENVIORNMENTAL SRV
P.O. BOX 92407
ALBUQUERQUE, NM 87199

SHIP TO: CITY OF LAS VEGAS
Attn:PUBLIC WORKS
1700 N GRAND AVE
LAS VEGAS, NM 87701

Vendor Fax #: (505) 342-2109

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Est. Tax @ 7.8750%	379.84		216-0000-720-7401	379.84
2	1	FAA Yealry Service on Jet A, AV Gas, Jet Truck	4,524.13		216-0000-720-7401	4,524.13
3	1	ESTIMATED TAX	199.87		216-0000-720-7401	199.87
4	1	REMOVE CARBON STEEL PIPING REPLACE WITH STAINLESS STEEL PIPING PER REQUIREMENT	2,380.65		216-0000-720-7401	2,380.65

Completed
UPDATE
D. Chong
5/17/19

Approved By:

Date:

5/17/19

SUBTOTAL:	7,484.49
TAX:	0.00
SHIPPING:	0.00
TOTAL	7,484.49

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
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7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

STATE OF NEW MEXICO
EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: *City of Las Vegas*

Agency Chief Procurement Officer:

Telephone Number: *505-454-1401*

II. Name of Contractor: *D+H Fueling Solutions*

Address of Contractor: *4400 Anaheim Ave, NE
Albq. NM, 87113*

Amount of prospective contract: Term

of prospective contract:

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Upon yearly inspection of the L.V. municipal Airport pump trucks, D+H United Fueling Solutions found a leak on a fitting. This leak was a safety concern that needed to be fixed as soon as possible. D+H United Fueling Solutions technicians were able to stop/repair the leak with a special made fitting.

- IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

A leak was found on the airport pump truck. This leak was a safety concern and therefore considered an emergency.

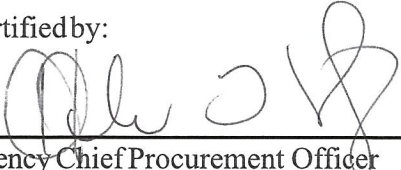
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

D+H Fueling Solutions was able to obtain a special made fitting for this pump truck and repair the leak in a quick, timely manner.

- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

The Las Vegas Municipal Airport will perform more frequent maintenance checks on the pump trucks to avoid major problems.

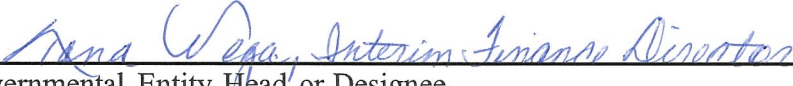
Certified by:



Agency Chief Procurement Officer

Date: 1/31/2020

Agency Approval by:



Governmental Entity Head or Designee

Date: 1/31/2020